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**AIR FORCE MATERIEL COMMAND  
Supplement 1**

**30 JUNE 1997**

**Personnel**

**JUDGE ADVOCATE GENERAL AWARDS**

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This instruction implements AFR 36-28, *Awards and Decorations*, and describes The Judge Advocate General awards presented to individuals in recognition of their outstanding service or contributions to The Judge Advocate General's Department. It explains who is eligible for the awards, the criteria and procedures for nomination, and who selects the winners.

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**(AFMC)** This supplement expands on the guidance in AFI 36-2855. It does not apply to US Air Force Reserve and Air National Guard units and members.

**SUMMARY OF REVISIONS**

This revision aligns the instruction with AFR 36-28

**(AFMC)** Establishes the Air Force Materiel Command Outstanding Senior Paralegal Award; establishes criteria, eligibility requirements, and nomination procedure for this award. Updates OPR and certifying official.

**AFI 36-2855, 6 May 1994, is supplemented as follows:**

**1. Description of the Awards.**

**1.1. Outstanding Judge Advocate of the Year Award (Albert M. Kuhfeld Award).** Then Brigadier General (USAFR) and Mrs. Richard C. Hagan established this award in honor of the late Major General Albert M. Kuhfeld (USAF, Retired), a former The Judge Advocate General, USAF. The annual winner is an officer selected as the most outstanding young judge advocate of the year, based on demonstrated excellence, initiative, and devotion to duty. Eligible candidates are active-duty judge advocates serving in the grades of captain or major as of 31 December of the year for which the award

is given. A trophy recognizing the winners is on display at the Air Force Judge Advocate General School, Maxwell AFB. The selected officer receives an award certificate.

**1.2. Outstanding Reserve Judge Advocate of the Year Award (Reginald C. Harmon Award).**

This award honors Major General Reginald C. Harmon (USAF, Retired), a former The Judge Advocate General, USAF. The annual winner is an officer selected as the most outstanding Air Reserve Component judge advocate, based on training accomplishments or contribution to mission support; exhibition of leadership in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement. Two trophies recognizing the winner are displayed, one at the Air Force Judge Advocate General School and one at the Air Reserve Personnel Center (ARPC), Lowry AFB. The selected officer receives an award certificate.

**1.3. Outstanding Civilian Attorney of the Year Award (James O. Wrightson, Jr., Award).** Mr. John A. Everhard established this award in memory of Mr. James O. Wrightson, Jr., former Chief, Military Affairs Division, Office of The Judge Advocate General, USAF. The annual winner is the civilian attorney employed by or serving with The Judge Advocate General's Department who has been selected as the most outstanding attorney of the year. The award honors demonstrated excellence, initiative and devotion to duty. A trophy recognizing the winner is displayed at the Air Force Judge Advocate General School. The selected attorney receives an award certificate.

**1.4. Outstanding Paralegal Airman of the Year Award (Steve Swigonski Award).** This award honors Chief Master Sergeant Steve Swigonski (USAF, Retired), the first Special Assistant for Legal Airman Affairs to The Judge Advocate General, USAF. The annual winner is the active-duty airman selected as the most outstanding paralegal of the year, based on demonstrated superior initiative, technical skill, leadership ability and devotion to duty. Eligible candidates are paralegals who are technical sergeants and below as of 31 December of the year for which the award is given. A trophy recognizing the winner is displayed at the Air Force Judge Advocate General School. The selected paralegal receives an award certificate.

**1.5. Outstanding Reserve Paralegal of the Year Award (David Westbrook Award).** This award honors CMSgt David Westbrook (USAFR, Retired), a former Senior Individual Mobilization Augmentee. The award is presented annually to the member of the Air Reserve Component selected as the most outstanding paralegal of the year, based on demonstrated superior initiative; technical skill; training accomplishments or contribution to mission support; exhibition of leadership qualities in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement. Two award plaques recognizing the winner are displayed, one at the Air Force Judge Advocate General School and the other at ARPC. The selected paralegal receives an award certificate.

**1.6. Outstanding Legal Service Civilian of the Year Award (Harold R. Vague Award).** This award honors Major General Harold R. Vague (USAF, Retired), a former The Judge Advocate General, USAF. The award is presented annually to the legal service civilian employed by or serving with The Judge Advocate General's Department who is selected as the most outstanding civilian. The award is based on demonstrated excellence, initiative and devotion to duty. Give special consideration to individuals who develop or improve systems, programs, or procedures that improve management efficiency or cost-effectiveness for Air Force legal programs. A trophy recognizing the winner

is displayed at the Air Force Judge Advocate General School. The selected legal service civilian receives an award certificate.

**1.7. Outstanding Senior Attorney Award (Stuart R. Reichart Award).** This award honors Mr Stuart R. Reichart, a former General Counsel of the Air Force, and, presented annually by the Air Force Association, recognizes the outstanding legal achievements of a senior Air Force attorney. The award honors demonstrated excellence, initiative, leadership, management skills and professionalism in the practice of law. Eligible candidates are attorneys with at least 14 years of service with the Department of Defense, with the most recent 7 years as a judge advocate or civilian attorney or both for the Air Force. The last day for meeting the eligibility requirements is 31 December of the year for which the award is being given. Although the nominator should cite specific examples of outstanding service, the award is for continuous contributions throughout a career of federal service, not a single achievement. General School. The selected attorney receives an award certificate.

**1.8. Special Service Award.** This award recognizes exceptionally worthy performance by department members or outstanding contributions to The Judge Advocate General's Department. The award may be presented to a member of the department, a military member or civilian government employee outside the department, or a member of the civilian community. Nominate candidates within 60 days after an act of immense contribution to the department. The selected individual receives an award certificate.

**1.9. (Added) Air Force Materiel Command Outstanding Senior Paralegal Award .** The annual winner of this award is the noncommissioned officer selected as the most outstanding senior paralegal of the year in AFMC, based on demonstrated excellence, initiative, leadership, management skills, and professionalism. Eligible candidates are active-duty noncommissioned officers serving in the grade of master sergeant or senior master sergeant as of 31 December of the year for which the award is given. A noncommissioned officer selected as the recipient of this award is thereafter ineligible to receive this award in any subsequent year.

## **2. How To Submit a Nomination.**

2.1. Major commands (MAJCOM) and field operating agencies (FOA) will establish simple procedures to select command nominees.

2.2. Submit nominations to HQ USAF/JA in a narrative military letter of no more than three pages. Forward the nomination package in a plain folder. Do not use binders, plastic page covers, staples, paper clips, or any other binding. Focus the nominations for all awards, except the Reichart Award, on activities during the year for which the award is given. (The Reichart Award covers a career of Federal service.) You may highlight previous significant achievements to establish a consistent record of exemplary performance. For all awards, emphasize what the nominee did and how it affected one or more missions. The nomination package contains these items in this order:

- The nomination letter.
- A recent 8- by 10-inch, black and white official photograph.
- A proposed citation (one double spaced, typewritten page) listing specific accomplishments.
- A one-page narrative biographical sketch.

- A complete set of Officer Performance Reports. For the Swigonski Award, include copies of the five most recent Enlisted Performance Reports (EPRs) and a Report of Individual Personnel (RIP). For the Westbrook Award, include the three most recent EPRs and a RIP.

**2.2.1. (Added)** Submit nominations for the AFMC Outstanding Senior Paralegal Award to HQ AFMC/JA in bullet format using AF Form 1206, **Nomination For Award**, no more than two pages. Forward the nomination package in a plain folder. Focus the nomination on activities during the year for which the award is given. Emphasize what the nominee did and how it affected the Center and/or AFMC missions. The nomination package contains these items in this order:

- AF Form 1206.
- A proposed citation (one double spaced, typewritten page).
- A one-page narrative biographical sketch.
- Five most recent Enlisted Performance Reports and a Report of Individual Personnel.

### 3. How To Process Nominations.

3.1. When evaluating a nomination at any level of competition, first consider the nominee's performance for the period of the award within the context of the nominee's entire career. Staff judge advocates should ensure that nominees are accorded command-wide recognition.

3.2. Send nominations for Air National Guard state headquarters or National Guard Bureau (NGB) assigned judge advocates and paralegals directly to ANGRC/DPMA, Andrews AFB MD 20331-6008. The Director, ANG, forwards one nomination to HQ USAF/JAX.

3.3. Forward nomination packages to HQ USAF/JAX, 1420 Air Force Pentagon, Washington, DC 20330-1420, to arrive no later than 15 March. MAJCOMs may submit one nomination for each award, but any level of command may submit any number of nominations for the Reichart Award. The staff judge advocate at each level of command may endorse nominations for the Special Service Award. Submit an original package and three duplicate packages for each nomination. The duplicate packages may contain a photocopy of the photograph.

**3.3.** Send all judge advocate general award nomination packages, including nominations for the AFMC Outstanding Senior Paralegal of the Year, to arrive at HQ AFMC/JA no later than 15 February of each year. Include comments and recommendations of each level of command through which the nomination is coordinated.

3.4. Candidates for any of these awards may also be nominated or selected for any award not established by this regulation. Award recipients cannot receive the same award twice, except the Special Service Award. Award certificates will be presented by The Judge Advocate General.

**3.5. (Added) Permanent Recognition Plaques.** Polished wood plaques are maintained in the AFMC Office of the Staff Judge Advocate for each award, including the AFMC Outstanding Senior Paralegal of the Year. These plaques permanently record the annual AFMC nominee for each of the awards.

**3.6. (Added) Individual Recognition.** Each AFMC nominee will receive an engraved plaque commemorating the selection, including the recipient of the AFMC Outstanding Senior Paralegal of the Year. The plaque will be forwarded to the nominee's staff judge advocate for presentation at an appropriate ceremony.

**4. Recognition Insignia.** Military recipients of these awards may wear the Air Force Recognition Ribbon. Civilian recipients may wear the lapel pin.

NOLAN SKLUTE, Maj General, USAF  
The Judge Advocate General